

MODEL NOTE FOR SUPERVISOR'S DIARY TO DOCUMENT AN ORAL WARNING

On \_\_/\_\_/97, I had (name employee) come to my office and stated it appeared that he/she had engaged in (specify conduct). I indicated the conduct was a violation of (specify rule, regulation, or order violated) and told (name employee) that I was giving him/her an oral warning not to engage in the conduct again.

I further informed (name employee) that further violations of the (rule regulation or order) or other prohibited conduct would lead to more severe disciplinary action. I also informed (name employee) that I was keeping written documentation of what I had told him/her that date.

(The above referenced note should be preserved by the supervisor as it can be used in a grievance or other proceeding in the event further disciplinary action must be taken)

*MACo/JPIA*

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